

STATE OF INDIANA

DEPARTMENT OF LOCAL GOVERNMENT FINANCE
BUDGET DIVISION



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TO: All Local Officials

FROM: Courtney Schaafsma, Budget Division Director *CLS*

SUBJECT: Uploading of Data to Gateway

DATE: August 25, 2011

The purpose of this memo is to provide additional guidance to taxing units that have performed a data upload into the Indiana Gateway for Government Units ("Gateway"). This memo applies to uploads generated by the Indiana Department of Local Government Finance ("Department") during budget workshops and uploads provided by other financial software.

Department Upload Process

The Department has completed the upload process for files generated during budget workshops. During the upload process, Department representatives first checked each taxing unit's Gateway information to determine if the taxing unit already had entered data in Gateway. If a taxing unit had started to customize its budget information in Gateway, Department representatives emailed the taxing unit's representative to get final approval to do the upload. A number of taxing units have not yet responded to these emails to provide final confirmation. If you believe that your data should have been uploaded and do not see the data in Gateway, we suggest first reviewing your email inbox or spam filter to see if you can locate an email from Bharati Desai, Amanda Stanley or Ryan Burke. If you have received this email, please review the information and respond to the sender to either allow or disallow the uploading of your files. If you already have confirmed that the upload may occur, and you still do not see the data in Gateway, please email gateway@dlgf.in.gov for further assistance.

Review of the Upload Data

For all taxing units that have submitted an upload file, either through the Department's budget workshop process or through a financial software vendor, **the Department recommends thoroughly reviewing the data that was uploaded to ensure that the data is being displayed correctly on Gateway.** In your review, please be mindful of the following items that the Department has provided in the list below. This list contains some of the common issues that have been identified from user feedback. This list is not an all-inclusive list of items to verify and is provided only to assist in the process of data review. **The taxing unit ultimately is responsible for the accuracy of the information submitted to the Department through Gateway.** If you identify issues in the uploaded data, you are encouraged to edit the data directly within Gateway to provide the correct information. Users may edit all data uploaded into Gateway once it has been populated into the budget forms. If you encounter issues that cannot be resolved through editing, please contact the Department at gateway@dlgf.in.gov.

- Form 1
 - Ensure all departments and funds are included.
 - Review the sum of the line-item expenditures by fund or department to ensure the totals are correct. You can also use your Form 4A to assist in the review if you have populated the Form 4A by pulling the data directly from your Form 1.
- Form 2
 - Ensure all funds are included.
 - Review the sum of the revenues by fund to ensure the totals are correct. We have received comments from taxing units that certain values are not correctly displayed on Gateway due to incorrect categorization in the upload file. Typically, the value that was incorrectly categorized is not shown on the Form 2 as displayed on the screen but is included in the total. The Department has implemented strategies to minimize the occurrence of this issue.
- Form 4B (Department Upload Only)
 - Ensure all funds are included.
 - Ensure all parts of the form have been populated. The entire Published column should have been populated through the upload.
 - Verify the accuracy of the values in Gateway. Pay particular attention to any field that would contain a negative value (Line 6 Cash Balance and Line 11 Operating Balance). If you notice an issue with these lines due to a negative value, you can directly edit the values in Gateway. You may use the Gateway Calculator to recalculate the values in section 3, if necessary. Alternatively, you may contact your budget field representative and request a copy of the Form 4B from the budget workshop file. Your field representative will provide a PDF copy of the Form 4B via email for you to compare against the values in Gateway.

The Department will continue to monitor any additional upload issues and provide assistance as needed. The Department also will be reviewing the outcomes of the upload process for this year and determining what changes are necessary for next year (for the entry of the 2013 budgets) to allow the upload to continue to be a useful tool for taxing units.

If you have any questions, please contact Courtney Schaafsma at cschaafsma@dlgf.in.gov or 317.234.3937.